



Government of
Saskatchewan

Annual Report

March 31, 1999

St. Louis Alcoholism Rehabilitation Centre

**ST. LOUIS
ALCOHOLISM
REHABILITATION CENTRE**

Post Office Box 220

St. Louis, Saskatchewan

SOJ 2C0

**ANNUAL REPORT
of the
BOARD OF GOVERNORS
FOR THE YEAR ENDING
MARCH 31, 1999**

To the Honourable Jack Wiebe
Lieutenant Governor of Saskatchewan

May It Please Your Honour:

It is my pleasure to present herewith the Annual Report of the Board of Governors, St. Louis Alcoholism Rehabilitation Centre, for the year ended March 31, 1999

Respectfully submitted,



Pat Atkinson
Minister of Health



Judy Junor
Associate Minister of Health

To The Honourable Pat Atkinson
Minister of Health

Dear Ms. Atkinson:

It is my honour to present, on behalf of the St. Louis Board of Governors, the Annual Report and audited financial statements for the fiscal year ended March 31, 1999.

Respectfully Submitted,


Emile Lussier
Chairperson.

BOARD OF GOVERNORS

Emile Lussier, Chairperson

Lynn Tait
Terry Lang

Marie Rancourt
Ray Burke

Louis Fauchoux
Maurice Zimmerman

CHAIRPERSON'S STATEMENT

The fiscal year from April 1, 1998 to March 31, 1999 has been a successful year for the St. Louis Alcoholism Rehabilitation Centre. The program is continuously revised and updated to meet the needs of clients.

All staff have done a commendable job in delivering the many aspects of the program. Operations are reviewed on a regular basis for the Centre as a whole. Impaired driving legislation changes and recovery planning offer education to clients based on the transition stage of recovery as per the Saskatchewan Model of Recovery.

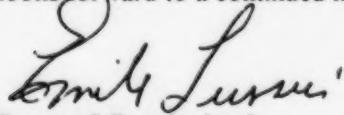
Due to the restructuring of our work force no worker is on staff alone. The local collective agreement expires on March 31, 2002.

To meet the needs of aboriginal clientele, Darrell Greyeyes, an Elder has agreed to be our ceremonial sweatlodge keeper. His presentation on spirituality has been very well received by clients in the program. Mr. Stuart Prosper an Elder has also been delivering Cultural Awareness workshops on Saturday afternoon every second weekend.

The continued support from the Department of Justice and the liaison from the Department of Health continues to enhance the success of the program. The co-operation from the RCMP Detachments, Court systems, other agencies and community at large are appreciated.

We know we make a difference and will continue to do so.

The Board of Governors wishes to thank everyone involved in the delivery of our program and looks forward to a continued high level of commitment and effort by all.


Respectfully submitted,
Emile Lussier, Chairperson,
St. Louis Board of Governors.

HISTORY AND BACKGROUND

In 1975 the final report of the Special Committee on Highway traffic Safety was submitted to the Legislative Assembly. The report dealt with wide ranging issues of highway traffic safety, and among other things, recommended alternate sentencing options for persons convicted of impaired driving. In late 1976, the Saskatchewan Alcohol and Drug Abuse Commission and the Corrections Branch of the Department of Social Services (subsequently transferred to the Department of Justice) proposed an Impaired Driver Treatment Program aimed at repeat offenders. Provision was made in the 1977/78 budget to allow detailed planning to proceed for an in-patient treatment centre to function as an alternative to incarceration of repeat offenders. One of the goals of this treatment centre was to provide early intervention for those people who were alcohol dependent. The Prince Albert Council on Alcohol and Drug Abuse concurrently advised Government of the availability of the former Notre Dame College in St. Louis as a proposed sight for this program.

The St. Louis Board of Governors was appointed by the Minister of Health in early 1979, with a mandate to "operate an alcoholism rehabilitation hospital at St. Louis, Saskatchewan".

Funds were provided to renovate the building to a thirty bed capacity, and positions were allocated to the Department of Justice to provide screening and referral services and to the Saskatchewan Alcohol and Drug Abuse Commission for follow-up services to clients and their families. Staff were hired and trained for the St. Louis Alcoholism Rehabilitation Centre in late 1979 and its first clients were admitted in January of 1980.

LEGISLATIVE AUTHORITY

Under authority of the Public Health Act, the Board of Governors of the St. Louis Alcoholism Rehabilitation Centre was established by Order-in Council 165/79 of February 1, 1979.

The Centre is designated as a Correctional Facility by Order of the Minister of Justice pursuant to Section 20 of the Corrections Act.

FUNDING

The Centre is funded by Saskatchewan Health. Its operating funding for the 1998/99 fiscal year was set at \$673,320. Actual expenditure was \$663,410. Cost per client day was \$88.06.

STAFFING

The St. Louis Centre has a staff compliment of 10 full-time, 6 permanent part-time and 7 casual positions.

It operates with a Director, an Administrative Clerk, 4 full-time addiction counsellors, 1 part-time Assistant Counsellor, 1 full-time and 1 part-time shift co-ordinator, 1 full-time and 3 part-time Attendants, 1 full-time and 1 part-time kitchen staff, 2 casual janitors and 1 full-time janitor/maintenance staff.

The Director of the Centre reports to the Chairperson of the Board.

PURPOSE

To provide a residential treatment option to adult clients who have been convicted of a second or subsequent impaired driving offense and who could benefit from intervention and alcohol recovery services.

PROGRAM OBJECTIVES

1. To provide a caring, healthy, supportive and drug free environment.
2. To initiate and/or continue the motivational assessment process.
3. To develop an individualized, on going recovery plan with each client.
4. To provide intensive, concentrated education in the areas appropriate to the transition stage of recovery and the individual client's needs.
5. To provide an opportunity for an intensive, concentrated period of self-evaluation and skill building appropriate to the individual's recovery needs.
6. To facilitate change through group counselling, individual counselling, workshops, recovery planning, social interactions, recreation and nutrition management.
7. To maintain positive public relations and coordination with other agencies, self-help groups and concerned citizens in the community.
8. To provide educational and therapeutic information and materials for clients and general public.

PROGRAM

During the 1998/99 fiscal year, 7534 days of care were provided to 547 clients.

Clients are referred to the Centre by referral and placement co-ordinators in the Department of Justice, Corrections Branch. These co-ordinators, located in Prince Albert, Saskatoon and Regina, identify offenders who could potentially benefit from the program and make a recommendation to the Court. They assess clients for previous drinking related charges and any history of violence or escape. They further insure that the primary cause for incarceration is a charge under Section 253 - Impaired Driving, 253b - Driving Over .08, 254 - Refusing a breathalyser, 255 - Impaired Penalty or 263 - Disqualified Driving (as a result of impairment) of the Criminal Code.

An extended criteria clause also permits inmates to be referred to the St. Louis Alcoholism Rehabilitation Centre from other Provincial Correctional Centres. The inmates must have alcohol or other drug related charges as well as prior impaired driving convictions.

Recent studies indicate that a high percentage of clients admitted to the St. Louis Alcoholism Rehabilitation Centre are in the dependency syndrome classification of alcohol use. Furthermore, the average blood alcohol level at the time of arrest was .19. This extremely high B.A.L. would indicate a level of tolerance that is found primarily in problem drinkers.

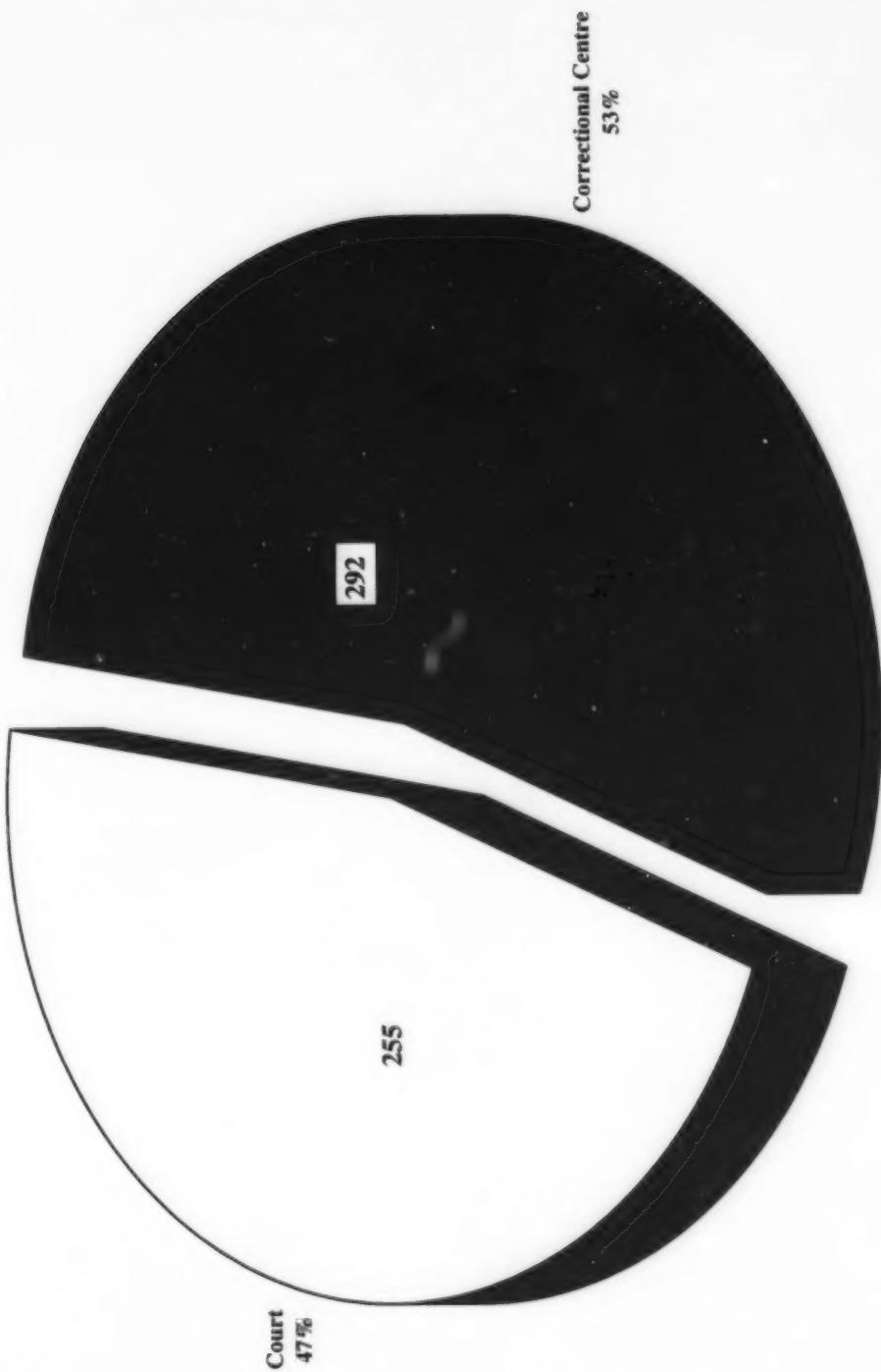
The St. Louis Program is presented over a fourteen day period and is designed to screen clients for chemical dependency, provide education related to the transition stage of recovery, and to present alternatives for a chemical free lifestyle. Extensive reference is made to the relationship between drinking and driving, with two and one half days devoted exclusively to the Driving Without Impairment Program (D.W.I.).

The entire program is reviewed regularly to maintain currency with new information and techniques.

Upon completion of the residential portion of the Impaired Driver Treatment Program, clients are discharged to participate in a six month follow-up program supervised by staff from Alcohol and Drug Services.

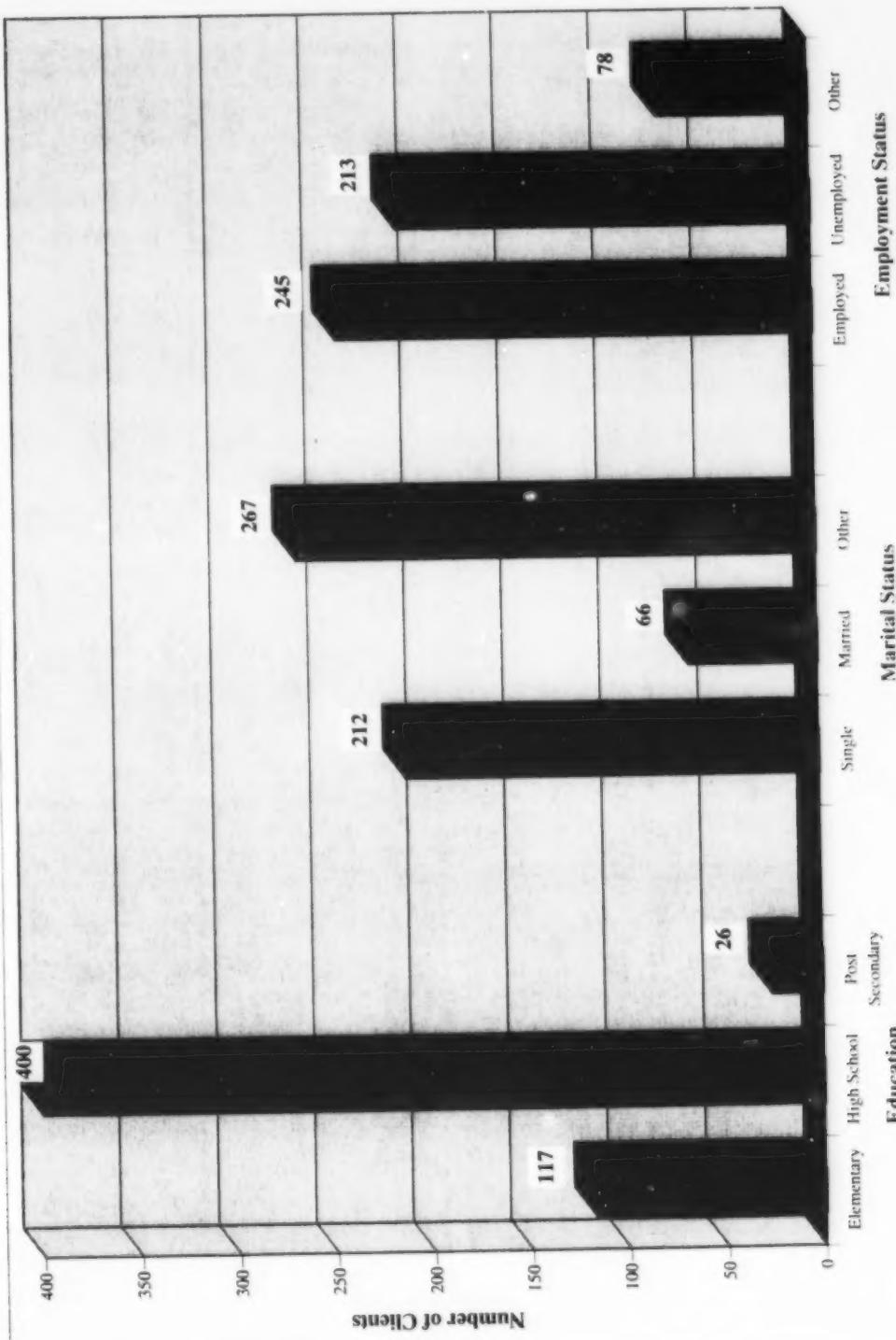
The St. Louis Centre believes that once clients are brought to recognize that they have a problem with chemicals, have been provided with information relevant to the illness and become aware of available support mechanisms, they can be expected to make more appropriate decisions about their lives and activities. They are responsible for their own recovery.

Alcohol and Drug Services Management Information System
Clients Referred to the St. Louis Alcoholism Rehabilitation Centre By
1998/99



Figures are services based and do not include fiscal year end carryovers.

Alcohol and Drug Services Management Information System
Profiles of Clients Admitted to the St. Louis Alcoholism Rehabilitation Centre
1998/99



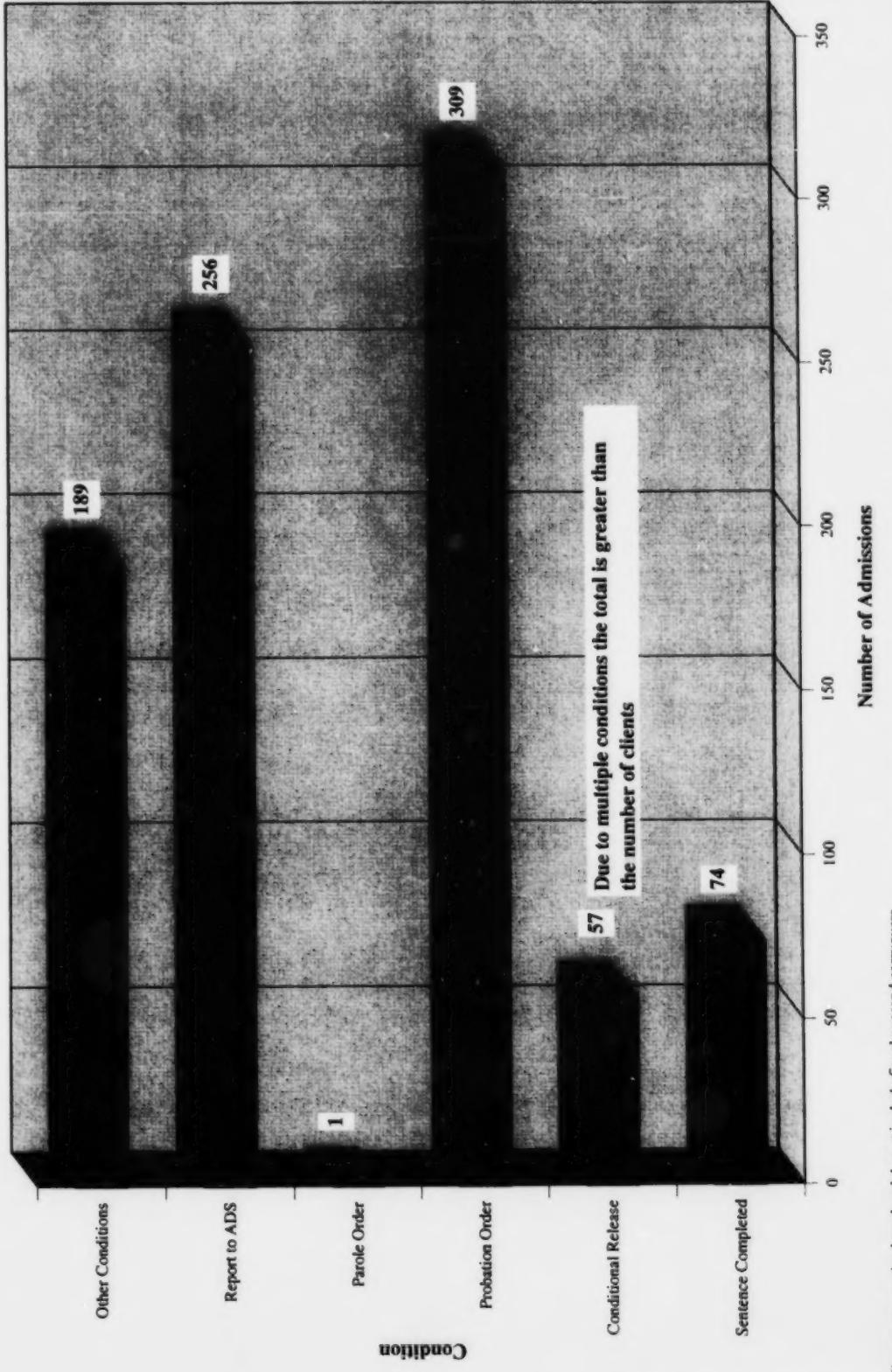
Figures are serviced based and do not include year end carryovers

Alcohol and Drug Services Management Information Systems
Profile of Clients at the St. Louis Alcoholism Rehabilitation Centre
1998/99



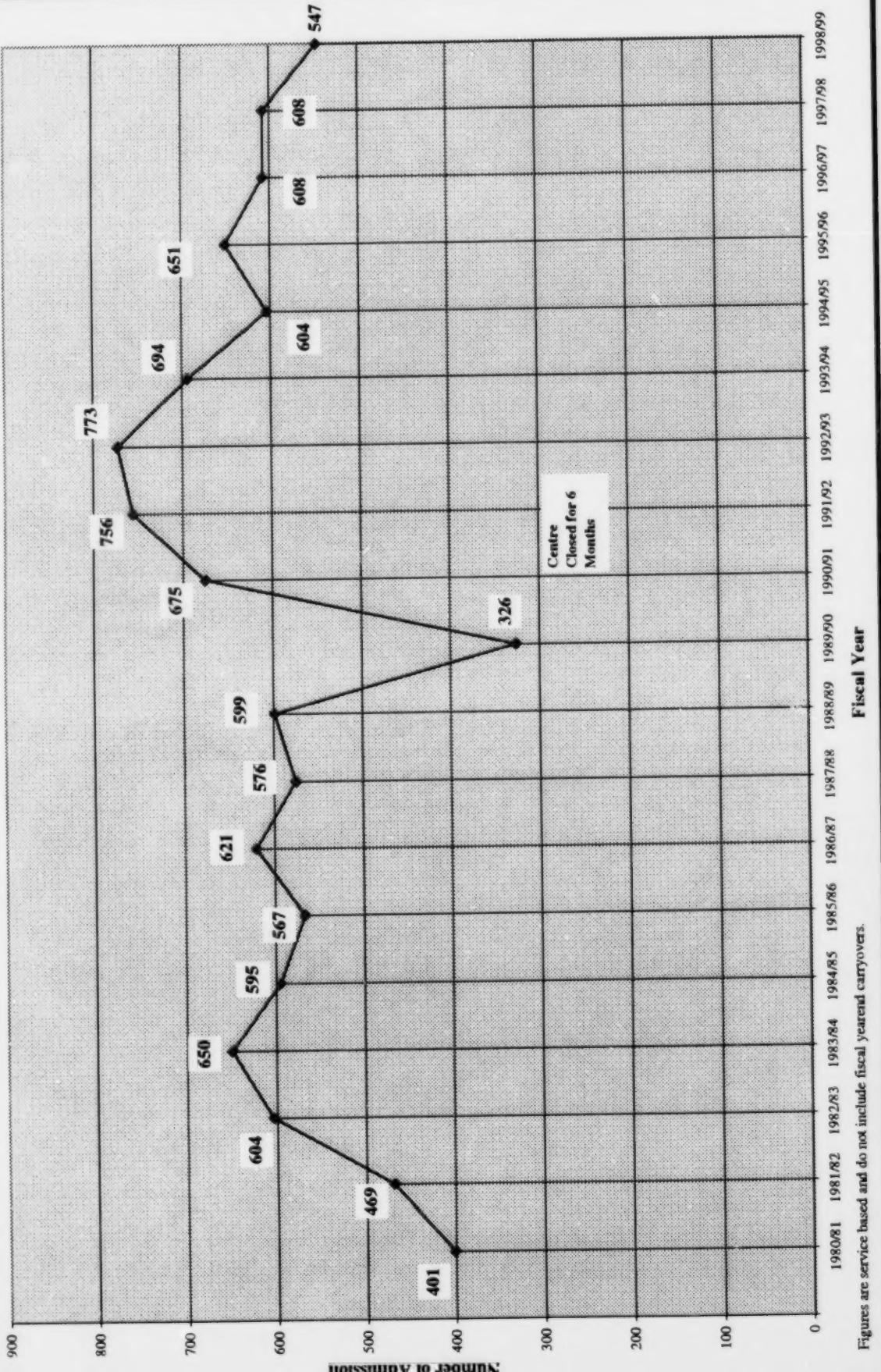
Figures are service based and do not include fiscal year end carryovers

Alcohol and Drug Services Management Information System
Conditions of Release from the St. Louis Alcoholism Rehabilitation Centre
1998/99



Figures are service based and do not include fiscal year end carryovers.

Total Number of Admissions to the St. Louis Alcoholism Rehabilitation Centre
1980/81 through 1998/99



Figures are service based and do not include fiscal year end carryovers.

REPORT OF MANAGEMENT

Management is responsible for the integrity of the financial information reported by the St. Louis Alcoholism Rehabilitation Centre. Fulfilling this responsibility requires the preparation and presentation of financial statements and other financial information in accordance with the recommendations of the Public Sector Accounting and Auditing Board, which are consistently applied, with any exceptions specifically described in the financial statements.

The accounting systems used by the Centre include an appropriate system of internal controls to provide reasonable assurance that:

- transactions are authorized;
- the St. Louis Centre's assets are protected from loss and unauthorized use; and
- the accounts are properly kept and financial reports are properly monitored to ensure reliable information is provided for preparation of financial statements and other financial information.

Management of the St. Louis Alcoholism Rehabilitation Centre is responsible for financial reporting and internal control. The St. Louis Board of Governors has also reviewed the financial statements with representatives of management.

The Provincial Auditor Saskatchewan has audited the St. Louis Alcoholism Rehabilitation Centre's statement of financial position as at March 31, 1999 and the related statements of operations, cash flows and changes in net assets for the year then ended. Their responsibility is to express an opinion on the fairness of management's financial statements. The Auditor's report outlines the scope of their audit and their opinion.

Emile Lussier
Chairperson of the
St. Louis Board
of Governors

Roger M. Zelinski
Director
St. Louis Centre

St. Louis, Saskatchewan
January, 2000.



Provincial Auditor Saskatchewan

1500 Chateau Tower
1920 Broad Street
Regina, Saskatchewan
S4P 3V7

Phone: (306) 787-6398
Fax: (306) 787-6383
Internet e-mail: info@auditor.sk.ca

March 9, 2000

Mr. Roger M. Zelinski
St. Louis Alcoholism Rehabilitation Centre
Box 220
ST. LOUIS, Saskatchewan
S0J 2C0

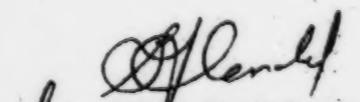
Dear Mr. Zelinski:

**Re: St. Louis Alcoholism Rehabilitation Centre
1998-99 Annual Report**

My staff have reviewed the faxed copy of the above draft Annual Report that you have presented to us March 8, 2000 with the revisions that were faxed March 9, 2000 with the accompanying audit report and financial statements.

This letter serves as your authority to include our signed auditor's report and related financial statements in the 1999 Annual Report of the St. Louis Alcoholism Rehabilitation Centre, provided no other changes are made to the draft Annual Report presented for my inspection:

Yours truly,


f- Wayne Strelloff, CA
Provincial Auditor

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ST. LOUIS ALCOHOLISM REHABILITATION CENTRE

FINANCIAL STATEMENTS

For the Year Ended March 31, 1999

Statement 1

ST. LOUIS ALCOHOLISM REHABILITATION CENTRE
STATEMENT OF FINANCIAL POSITION
As at March 31

	1999	1998
ASSETS		
Current Assets:		
Cash	\$ 10,445	\$ 32,143
Restricted cash	38,083	20,000
Accounts receivable	3,217	3,595
Inventory, at cost	8,173	5,176
Prepaid expenses	<u>2,766</u>	<u>766</u>
Total current assets	<u>62,684</u>	<u>61,680</u>
Capital assets (notes 2 and 6)	<u>24,929</u>	<u>33,567</u>
	<u><u>\$ 87,613</u></u>	<u><u>\$ 95,247</u></u>
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts payable and accrued charges	\$ 6,426	\$ 9,960
Due to Saskatchewan Health	<u>—</u>	<u>22,183</u>
Total current liabilities	<u>6,426</u>	<u>32,143</u>
Net Assets: (note 5)		
Net assets invested in capital assets	24,929	33,567
Net assets externally restricted		
- Equipment and furnishings reserve	38,083.	20,000
Unrestricted net assets	<u>18,175</u>	<u>9,537</u>
Total net assets (statement 4)	<u>81,187</u>	<u>63,104</u>
	<u><u>\$ 87,613</u></u>	<u><u>\$ 95,247</u></u>

(See accompanying notes to the financial statements)

Statement 2

ST. LOUIS ALCOHOLISM REHABILITATION CENTRE
STATEMENT OF OPERATIONS
Year Ended March 31

	<u>1999</u>	<u>1998</u>
	<u>Budget</u> (note 11)	<u>Actual</u>
Revenue:		
General Revenue Fund		
- Saskatchewan Health	\$ 673,320	\$ 673,320
Interest	--	1,213
Miscellaneous	--	6,960
	<u>673,320</u>	<u>681,493</u>
Expenditures:		
Salaries and employee benefits	499,921	487,045
Food	50,000	44,778
Utilities	41,000	37,887
Rent (note 3)	30,193	30,000
Miscellaneous	8,750	6,998
Building maintenance	7,307	12,168
Vehicle expenses	6,400	6,323
Printing, postage and office supplies	5,200	4,984
Board honoraria and expenses	7,999	4,458
Insurance	4,700	4,352
Professional services	2,050	--
Contractual services	5,000	7,693
Staff training and travel	4,000	1,736
Furniture and equipment rental	800	3,743
Amortization of capital assets	--	6,142
Loss on disposal of assets	--	5,103
	<u>673,320</u>	<u>663,410</u>
Excess (deficiency) of revenue over expenditure (statement 4)	\$ --	\$ 18,083
		\$ (25,028)

(See accompanying notes to the financial statements)

Statement 3**ST. LOUIS ALCOHOLISM REHABILITATION CENTRE
STATEMENT OF CASH FLOWS
Year Ended March 31**

	<u>1999</u>	<u>1998</u>
Cash from operating activities		
Excess (deficiency) of revenue over expenditure	\$ 18,083	\$ (25,028)
Amortization of capital assets	6,142	9,367
Loss on disposal of capital assets	5,103	--
Net change in non-cash working capital balances related to operations (note 7)	<u>(30,336)</u>	<u>32,057</u>
Net cash generated through operating activities	(1,008)	16,396
Financing and Investing activities		
Proceeds on disposal of assets	1,350	--
Acquisition of capital assets	<u>(3,957)</u>	<u>(5,439)</u>
Net (increase) decrease in cash	(3,615)	10,957
Cash, beginning of year	52,143	41,186
Cash, end of year	\$ 48,528	\$ 52,143
Cash	10,445	32,143
Restricted Cash	38,083	20,000
Total Cash	\$ 48,528	\$ 52,143

(See accompanying notes to the financial statements)

Statement 4

**ST. LOUIS ALCOHOLISM REHABILITATION CENTRE
STATEMENT OF CHANGES IN NET ASSETS
Year Ended March 31**

	1999				1998	
	<u>Invested in Capital Assets</u>	<u>Restricted for Equipment & Furnishing Reserve</u>	<u>Unrestricted</u>	<u>Total</u>		<u>Total</u>
Balance, beginning of year	\$ 33,567	\$ 20,000	\$ 9,537	\$ 63,104	\$ 88,132	
Excess (deficiency) of revenue over expenditure	(12,595)		30,678	18,083	(25,028)	
Investment in capital assets	3,957		(3,957)	---	---	
Transfer to (from) reserve (Note 5(b))		18,083	(18,083)			---
Balance, end of year	<u>\$ 24,929</u>	<u>\$ 38,083</u>	<u>\$ 18,175</u>	<u>\$ 81,187</u>	<u>\$ 63,104</u>	

(See accompanying notes to the financial statements)

ST. LOUIS ALCOHOLISM REHABILITATION CENTRE
NOTES TO THE FINANCIAL STATEMENTS
March 31, 1999

1. Authority

Pursuant to Section 85 of *The Public Health Act*, a board of governors was established on February 1, 1979 to operate an alcoholism rehabilitation hospital to be known as the St. Louis Alcoholism Rehabilitation Centre (the Centre). The Centre commenced operations on October 1, 1979.

2. Significant Accounting Policies

These financial statements have been prepared in accordance with generally accepted accounting principles and include the following significant accounting policies:

a) **Capital Assets**

Capital assets are recorded at cost. Normal maintenance and repairs are expensed as incurred. Capital assets are amortized on a straight-line basis over their estimated useful lives (5 to 20 years). Assets costing less than \$200 are expensed in the current year.

b) **Revenue**

Revenue includes contributions from General Revenue Fund - Saskatchewan Health. Amounts are included in revenue in the year in which they are received or receivable.

3. Commitments

a) **Operating Lease**

The Centre's land and buildings have been leased for a period of three years to March 31, 2001 at a cost of \$30,000 per year.

b) **Capital Asset Acquisition**

At March 31, 2000, the centre is committed to purchase a van for \$38,032.

4. Other Activities

The Centre's canteen provides miscellaneous items to staff and clients. It is operated by staff of the Centre on a volunteer basis and does not form part of the Centre's operations. Canteen profits and any client donations received are used to purchase recreation equipment for the use of clients.

The Centre also holds funds in safekeeping for clients during their stay at the Centre. These funds are kept at the Centre and do not earn interest.

The above activities are not reflected in these financial statements.

5. Net Assets

a) Unrestricted Net Assets

This represents advances received from Saskatchewan Health (a related party) and is reduced by: amounts required to pay expenses and amounts recovered by Saskatchewan Health as set out by the Health Reserve Policy and Financial Reporting Guide.

b) Externally Restricted for Equipment and Furnishing Reserve

The Health Reserve Policy and Financial Reporting Guide allows the Centre to retain annually a surplus from operations to a maximum of \$20,000 provided the amounts are transferred to the Equipment and Furnishing Reserve. The maximum of \$20,000 may be exceeded with approval from Saskatchewan Health.

6. Capital Assets

	1999			1998		
	Cost	Accumulated Amortization	Net Book Value	Cost	Accumulated Amortization	Net Book Value
Furniture & equipment	\$ 75,499	\$ 50,570	\$ 24,929	\$ 122,957	\$ 89,390	\$ 33,567

7. Non-Cash Working Capital Changes

	1999	1998
Decrease (increase) in accounts receivable	\$ 378	\$ (184)
(Increase) decrease in inventory	(2,997)	311
(Increase) decrease in prepaid expenses	(2,000)	7,183
(Decrease) increase in accounts payable and accrued charges	(3,534)	2,564
(Decrease) increase in due to Saskatchewan Health	(22,183)	22,183
	<u>\$ (30,336)</u>	<u>\$ 32,057</u>

8. Fair Value

Cash, accounts receivable and accounts payable are all short-term in nature and as such their carrying value approximates fair value.

9. Related Party Transactions

Included in these financial statements are transactions with various Saskatchewan Crown corporations, departments, agencies, boards and commissions related to the

Foundation by virtue of common control by the Government of Saskatchewan and non-Crown corporations and enterprises subject to joint control and significant influence by the Government of Saskatchewan (collectively referred to as "related parties").

The following table summarizes St. Louis' related party transactions that are in the normal course of operations. These transactions are recorded at exchange amounts agreed to by the related parties. These transactions are as follows:

	<u>1999</u>	<u>1998</u>
Operating revenues - Grant from Department of Health	\$ 673,320	\$ 625,625
Operating expenses – various	98,083	61,032
Due to Saskatchewan Health	0	22,183

10. Pension Plan

The Centre participates in the Public Employees Pension Plan which is a defined contribution plan. The Centre's financial obligation to the Plan is limited to making regular payments to match the amounts contributed by employees for current service. The Centre's pension expense for 1999 amounts to \$19,138 (1998 - \$16,075) and is included in Salaries and employee benefits.

11. Budget

These amounts represent the budget approved by the Centre's Board of Governors.

12. Uncertainty due to the Year 2000 Issue

The year 2000 issue arises because many computerized systems use two digits rather than four to identify a year. Date-sensitive systems may recognize the year 2000 as 1900 or some other date, resulting in errors when information using year 2000 is processed. In addition similar problems may arise in some systems which use certain dates in 1999 to represent something other than a date. The effects of the year 2000 issue may be experienced before or after January 1, 2000, and, if not addressed, the impact on operations and financial reporting may range from minor errors to significant system failure which could affect an entity's ability to conduct normal business operations. It is not possible to be certain that all aspects of the year 2000 issue affecting the Board, including those related to the efforts of customers, suppliers, or other third parties, will be fully resolved.

PAYEE LIST
1998/99 EXPENSE ACCOUNTS
(UNAUDITED)

ST. LOUIS ALCOHOLISM REHABILITATION CENTRE
1998-99 ANNUAL REPORT
SUPPLEMENTARY INFORMATION
(UNAUDITED)

PAYEE		TOTALS	TOTALS
PAYEE		STAFF SALARIES	TOTALS
(Diocese of Prince Albert	30000.00	Darrell Greyeyes	3840.00
Pitney Bowes	676.82	Stuart Prosper	1115.00
Sask. Tel.	10569.05	Sylvia Bear	325.00
Sasktel Mobility	770.45	D & L Landscaping	553.00
Telecom Leasing	921.13	Walmart	844.65
Sask. Power/Energy	26994.03	Shoppers Drug Mart	673.19
Public Emp. Sup. Plan	38275.32	Petty Cash (Misc.)	1721.80
Public Emp. D.I. Plan	2768.86	Roger M. Zelinski	748.32
Public Emp. Gr. Life	3139.13	SASSI Canada Inc.	1979.19
Public Emp. Dental Plan	4280.31	Sask. Property (Van Lease)	6306.46
S.E.I. Union	4887.53	Long Tractor	1156.18
R.C.W.C. - P.A.	17486.48	P.A. Electric	797.73
Northern Grocers Inc.	15373.92	St. Louis Village	5014.16
Country Fine Meats	8162.75	4 Lads Painting Ltd.	4033.90
Dairy Producers	6164.92	Riverside Agencies	4352.00
Buns Master Bakery	388.05		
St. Louis Bigway	3662.47		
North Star Trophies	32.19		
P.A. Janitorial Supplies	2377.94	Emile Lussier	687.84
Westburne (Amesco)	320.45	Louis Fauchoux	633.44
Thermal Mats	1332.15	Marie Rancourt	318.72
Thorpe Brothers Ltd.	766.90	Colleen Laviole	244.92
Windsor Plywood	281.44	Lynn Tait	534.00
Xerox Canada Inc.	5346.40	Maurice Zimmerman	1039.44
Gateway Quality Press	1082.49	Ray Burke	562.08
Ikon Office Solutions	1398.36	Receiver General	127070.58
Eagle Stationery	315.14	Royal Bank of Canada	502.96
Prime Office Supplies	84.86	Sask. W. Comp. Board	4979.49
Miscellaneous Accts.	673.30	ADVANCES	99880.43
		Monthend Payroll	203985.79
			188532.84
			473850.27
			662383.11
			430230.04